

CO-OPERATIVE FEDERATION OF VICTORIA LTD

MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co., Brooklyn on

THURSDAY 21 OCTOBER 1993

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14-93 PRESENT:

Board of Directors

J. Gill (Chairman)  
M. Hughes  
K. O'Neill  
S. O'Farrell  
J. Rissinon  
J. Saunders

A. Gill (Secretary)

15-93 APOLOGIES:

S. Chenery, J. Evans, G. Long, D. McMullan

Resolved

"The apologies are accepted."

16-93 MINUTES PREVIOUS MEETING:

Resolved

"That the minutes of the board meeting held on 14 September, 1993 be confirmed as a true and correct record of that meeting and be duly signed by the chairman."

17-93 BUSINESS ARISING FROM PREVIOUS MINUTES:

Resignation - G. Long

The secretary advised that Mr. G. Long has given the prescribed one month's notice in writing of his intention to resign as a director of the Federation.

Resolved

"The board accepts the resignation of Mr. Long with regret."

"That the Chairman approach Mr. D. Ryan of the YCM Co-operative to ascertain his interest in filling the casual vacancy on the board."

Government grant

The secretary advised that the Co-operatives Unit requires a submission prior to the release of the grant of \$15,000.

A decision on the submission was held over until the resolution of future activities of the Federation.

Co-operatives - turnover \$1 million +

The secretary advised that the Co-operatives Unit is preparing a list of Victorian co-operatives over \$1 million annual turnover.

Directors asked that the list be tabled at the next board meeting and for non members to be identified.

Meeting With Attorney-General

Briefing notes for a meeting with the Attorney-General were distributed to directors prior to the board meeting.

Mr Saunders reported that he had been in touch with the Minister's office, and recommended that a letter be forwarded to the Minister's Private and Confidential Secretary seeking a meeting and outlining issues to be raised with the Attorney-General.

The secretary tabled a draft letter for the board's consideration.

Resolved

"That the letter as tabled be sent to the Minister's Private and Confidential Secretary, and for the delegation to comprise Mr. J. Gill, Mr. Saunders, Ms. O'Neill and the secretary."

60/93

CORRESPONDENCE:

The secretary tabled incoming and outgoing correspondence from 25 September and 20 October, 1993.

The secretary referred the board to letters from four members returning invoices for the annual subscription.

The board asked the secretary to reply to the letters, highlighting the benefits of the Federation, offering to accept subscriptions in instalments, and to invite the members to discuss the matter with directors.

Resolved

"That incoming correspondence be received and outgoing correspondence be approved."

69/93 MEMBERSHIP:

Applications for membership

The secretary advised that one application for membership was received since the last board meeting.

Resolved

"That the following co-operative be approved for membership of the Federation and the accompanying shares allotted:

Co-operative

Shares

Consolidated Herd Improvement Services  
Co-operative Ltd

351 to 357"

Member delegates

Resolved

"That the following member delegate be accepted pursuant to the rules:

Delegate

Co-operative

Mr. K. Chester

Consolidated H.I. Services Co-operative Ltd."

70/93 SECRETARY'S CONTRACT:

A draft budgeting framework was distributed to directors prior to the board meeting.

Ms. O'Neill presented the draft budgeting framework for the 1993/94 financial year, which outlined a proposed consultancy arrangement, consultants fee, additional functions, specific program initiatives, accounting controls and a list of the consultant's time demands.

Resolved

"The board approves the budgeting framework as presented."

"The board agrees to engage Anthony Gill as consultant to 30 June, 1994 pursuant to the approved budgeting framework, for a fee of \$1,520 per month from 1 October, 1993, subject to the availability of funds."

71/93 FINANCE REPORT:

1993/94 Budget

A draft profit and loss budget was distributed to directors prior to the board meeting.

The board considered the draft budget and discussed amendments thereof. The board required the profit and loss budget and monthly reports to be presented on a cash basis.

Resolved

"That the budget as amended be approved."

Profit and loss statement to 30 September

The profit and loss statement was distributed to directors prior to the board meeting.

Directors discussed the format of the statement and agreed to a six column format presented by Ms. O'Neill.

Bank balance

The secretary advised of the following balances held at the Commonwealth Bank as of 20 October, 1993:

General Funds	-	\$17,972.88
Reichstein	-	\$ 4,458.30
TOTAL	-	\$22,431.18

Member subscriptions

The secretary advised that invoices totalling \$37,100 were forwarded to members in September.

The secretary tabled a report outlining receipts to date (\$15,240) and invoices returned unpaid (\$5,800).

Accounts payable

The secretary tabled the following accounts for payment.

<u>Payee</u>	<u>Purpose</u>	<u>Amount \$</u>
Anthony Gill	Consultant's fee & expenses, Sept	1,806.84
Centrevic Motor Inn	Aust Cert in Co-op Management	432.00
VP Travel	Air Fare Co-ops Council meet, Aug	386.00
	TOTAL	\$2,624.84

Resolved

"That the accounts as presented be approved for payment."

Term deposit

The secretary advised that the Federation's term deposit with IOOF Building Society matures on 22 October, 1993 and the balance of the deposit at 21 October was \$6,441.26.

Resolved

"That the funds be rolled over for a further six months at IOOF Building Society."

"That any one of the following directors; Mr. John Gill, Mr. Venn Hughes and Mr. Stephen Chenery, together with the secretary can sign withdrawals on behalf of the Federation with IOOF Building Society."

"That the funds be lodged with the Ballarat branch of IOOF Building Society."

72/93 GOALS & PURPOSES OF THE FEDERATION

Mr. Risstrom's discussion paper was distributed to most directors prior to the board meeting.

Directors noted the issues raised in the paper and agreed to defer further discussion until the next board meeting.

73/93 DEFERRAL OF BUSINESS:

Due to time constraints, the board deferred agenda items 9, 10 and 11 to the next meeting.

74/93 URGENT BUSINESS:

National Co-operatives Council

Mr Saunders tabled the notice advising the next meeting of the Council will be held in Brisbane on Friday 17th December, 1993.

The board agreed to defer discussion of the meeting to the next board meeting.

Resolved

"That Mr. Saunders represent the Federation on the Council, and that his attendance at the Brisbane meeting be subject to PIVOT contributing the cost of travel."

Housing co-operatives conference, Paynesville

A letter from Ms. Jean Evans was tabled advising of the forthcoming conference on 30-31 October, 1993 and inviting Mr. Risstrom to speak on education, training, and co-operation between co-operatives.

Mr. Risstrom advised that, due to a prior commitment, he is unable to attend, and the board subsequently asked the secretary to address the conference.

Director training course

The chairman tabled a request from the Asia Pacific Co-operative Centre seeking the Federation's endorsement of their forthcoming director training course on 10-12 December, 1993.

Directors agreed to the need to support training initiatives.


75/93 NEXT MEETING:

Resolved

"That the next board meeting be held at Victorian Producers' Co-operative Co., Millers Rd, Brooklyn on Thursday 2nd December, 1993 commencing at 10.30 a.m."

76/93 CLOSE:

The meeting closed at 1.30 p.m.

Signed: .....  ..... Date: 21/11/93  
(Chairman)

# **CO-OPERATIVE FEDERATION OF VICTORIA LTD**

## **Budgeting Framework, 1993-94**

The Budget Framework for the Co-operative Federation of Victoria during 1993-94 will have three components.

They are:

1. A consultancy arrangement to cover corporate secretarial duties and accounting and administrative tasks carried out on behalf of the Co-operative Federation.
2. Funding allocations to specific program initiatives of the Federation.
3. A set of accounting controls for the management of the Co-operative Federation's finances.

### **1. The Consultancy Arrangement**

- 1.1 The Co-operative Federation will contract a consultant to manage the day-to-day affairs of the Co-operative to 30th June, 1994; as specified in the agreement drawn up with the consultant.

Specific functions will include:

- i) Corporate secretarial duties.
- ii) Correspondence
- iii) Attendance at Board and general meetings of the Federation.
- iv) Member Liaison.
- v) Financial management
- vi) Administrative tasks as specified (eg. minutes of meetings, maintenance of records, mailing lists etc).
- vii) Liaison with the State Government (eg. the Co-operatives Unit), on membership queries and statutory requirements.
- viii) Preparation for Annual and Special General Meetings.

A detailed list of time demands is attached.

## 1.2 The Consultancy Fee

The consultancy fee for the functions outlined above will be \$1520 per month.

### 1.2.1 Key areas of expenditure include:

- i) The consultant's availability to the Co-operative Federation (on average 8 hours per week).
- ii) Attendance at a maximum of ten meetings to the 30th June, 1994 (ie. meetings of the Co-operative Federation. Travel rate @ \$0.50 p/km)
- iii) Office overheads (eg. computer, electricity etc).
- iv) Financial management costs.

### 1.2.2 Additional costs

Additional costs associated with the Consultancy arrangement which are not included in the fee, and are to be paid by the Federation include:

- i) Printing, postage and stationery costs.
- ii) Fees and insurances (eg. Fidelity insurance, statutory fees, audit fees).
- iii) Telephone calls.
- iv) Facsimile/telex services.
- v) Petty Cash

These items will be paid upon receipt and will not exceed \$500 per month, unless otherwise authorised by the Board.

### 1.2.3 Telephone

A dedicated telephone line will be installed at the Consultant's office. The advantages being:

- it will be the only public point of contact for the Co-operative Federation in Victoria;
- telephone calls will be on the STD rate which is cheaper than trunk calls;
- the Federation will be listed as an entry in the telephone directory.

### **1.3 Additional functions as requested by the Board of Directors**

Any additional tasks or duties required of the consultant will be negotiated between the consultant and the Board. A statement of additional duties and any expenditure associated with those duties will be presented to the Board for approval.

## **2. Funding allocations to specific program initiatives of the Federation.**

Programs over and above those outlined in the consultancy arrangement will require special attention by the Board. This will assist the Co-operative Federation in establishing and monitoring program and funding priorities in this developmental stage, given the constraints of limited funds.

Any new program initiative will require prior approval by the Board. The Board will consider programs initiatives on the basis of a proposal to the Board which includes:

- a brief description of the program;
- a statements of the reasons for the program and the benefits which will be derived from it;
- the budgetary requirements of the program.

Proposals should be submitted for circulation to the Directors at least two weeks prior to the Board meeting.

## **3. Accounting controls**

The following accounting controls shall apply to the finances of the Federation:

- All monies received should be banked promptly and, as far as possible, all payments to the Federation should be made by cheque.
- Receipts shall be issued for all monies received.
- Invoices shall be prepared for member subscriptions.
- An imprest petty cash system shall be maintained with a float of \$100.
- Where possible, arrange for 30 day accounts from suppliers of goods and services.
- All cheques drawn in payment of accounts shall be supported by invoices.
- Cheques shall ordinarily be signed by the Chairperson and Secretary, except in the absence of the Chairperson, where the Secretary will draw upon other signatories as required.